

**OCCUPATIONAL THERAPY  
COUNCIL (Australia & New Zealand) LTD**

ACN 159 509 387



Phone: +61-8-9368 2655

Fax: +61-8-9368 2677

E-mail: [admin@otcouncil.com.au](mailto:admin@otcouncil.com.au)

Website: [www.otcouncil.com.au](http://www.otcouncil.com.au)

**DIRECTORS' REPORT  
FOR THE YEAR ENDED  
30 JUNE 2013**



30 August 2013

To Member Organisations and Stakeholders

I have pleasure in presenting the Directors' Report of the Occupational Therapy Council (Australia & New Zealand) Ltd (OTC) for the twelve months ended 30 June 2013.

With the occupational therapy profession's inclusion into the National Registration and Accreditation Scheme on 1 July 2012, the OTC was appointed as the accreditation and assessment authority under the Health Practitioner Regulation National Law Act (National Law).

This role requires the OTC to continue its ongoing administration of the assessment of overseas-trained occupational therapists for skilled migration and practice in Australia, and assume the responsibility for the accreditation of occupational therapy programs offered by educational providers in Australia.

The commitment of our directors and committee members to enable the OTC to assume its new role in compliance with the National Law is to be commended, and greatly appreciated.

The accreditation process has been undertaken by Occupational Therapy Australia Ltd (OTAL) and the OTC has been fortunate to be able to rely on the corporate experience and knowledge of OTAL to assist with a smooth transition of this accreditation function. On behalf of the directors, I would like to thank OTAL for its cooperation in assisting with this process.

A handwritten signature in black ink, appearing to read 'Joanna Riches'.

**Joanna Riches**  
**CHAIRPERSON**

## TABLE OF CONTENTS

	Page No
Purpose .....	4
Objectives .....	4
Membership and Directors .....	5
Structure .....	9
Committees .....	10
(a) Overseas Qualifications Assessment Committee (OQAC) .....	10
(b) Program Accreditation Committee (PAC) .....	10
(c) Governance and Strategic Affairs Committee (GSAC).....	11
(d) OTC/OTAL Working Party.....	11
(e) Academic Review Committee .....	11
Directors' and Committee Meetings and Workshops .....	12
Administration .....	12
Website .....	13
Assessment of Qualifications for Overseas Persons .....	13
(a) Assessing Procedure .....	13
(b) Modified Desktop Assessment .....	16
(c) Supervisors .....	16
(d) Assessment Results .....	16
(i) Stage 1 – Desktop Audit.....	16
(ii) Stage 2 – Practice Audit .....	19
(e) DEEWR.....	20
(f) Health Profession Accreditation Councils' Forum (HPACF) .....	20
Publications.....	21
Fee Schedule .....	21
Accreditation of Occupational Therapy Programs.....	22
Occupational Therapy Board of Australia .....	25
Finances .....	26

## PURPOSE

The Council of Occupational Therapists Registration Boards (Australia & New Zealand) Inc. (COTRB) was established in 1996 in Queensland for the consideration of matters of joint or common concern or interest to the occupational therapy registration boards in Australia and New Zealand. COTRB was incorporated in South Australia on 21 January 2000. On the 17 February 2010 the Office of Consumer and Business Affairs (SA) approved amendment to COTRB's constitution and rules and a change of name to the Occupational Therapy Council (Australia & New Zealand) Inc (OTC).

Following inclusion of the occupational therapy profession in the national registration and accreditation scheme on 1 July 2012, the OTC's constitution and rules were amended to comply with its appointment as the assessment and accreditation authority in accordance with the Health Practitioner Regulation National Law (National Law). On 16 July 2012 the status of the OTC was changed to a public company limited by guarantee:

Occupational Therapy Council (Australia & New Zealand) Ltd (OTC)

The OTC is an independent organisation established to assess and accredit occupational therapy education programs leading to eligibility for registration as an occupational therapist in Australia and New Zealand, and to assess the suitability of overseas-trained occupational therapist to practise in Australia and New Zealand.

In consideration of the Trans-Tasman Mutual Recognition Agreement, the constitution and processes of the company, stakeholder representation from New Zealand is included to ensure uniformity and a harmonised approach.

## OBJECTIVES

Consistent with its purpose, the objectives of the company are all and any one or more of the following:

- To develop, review and maintain accreditation standards to assess occupational therapy programs for approval by the Occupational Therapy Board of Australia (OTBA).
- To assess programs of study, and the education providers that provide the programs of study leading to eligibility for registration as an occupational therapist, to determine whether the programs meet approved accreditation standards.
- To assess for the purpose of granting accreditation, programs leading to eligibility for registration as an occupational therapist.
- To advise and make recommendations to the OTBA and the Occupational Therapy Registration Board of New Zealand (OTBNZ) (or either of them) relating to the accredited status to be granted to an occupational therapy program.
- To develop and implement an overseas skills assessment process to ensure the knowledge, clinical skills and professional attributes of overseas-trained occupational therapists is of a comparable standard to occupational therapists in Australia and New Zealand.
- To act on the reasonable direction of the OTBA consistent with the objectives and purpose of the OTC.
- To provide information and advice to the OTBA or governmental agency concerning the adequacy of a person's qualifications and skills in the field of occupational therapy for the purpose of migration to Australia and New Zealand.

- To assess authorities in other countries who conduct examinations, or accredit programs of study relevant to registration as an occupational therapist, to decide whether persons who successfully complete the examinations or programs of study conducted or accredited by the authorities have the knowledge, clinical skills and professional attributes necessary to practise the profession in Australia and New Zealand.
- To provide information and advice to the OTBA or governmental agency relating to law and policy concerning accreditation and competency requirements for the registration of occupational therapists.
- To establish and maintain relationships with bodies or organisations having objectives and functions in whole or in part similar to the objectives and functions of the OTC.

## MEMBERSHIP AND DIRECTORS

Membership of the OTC is comprised of qualified occupational therapists, nominated by the following sponsors:

- Occupational Therapy Board of Australia (OTBA) – three members
- Occupational Therapy Registration Board of New Zealand (OTBNZ) – two members
- Occupational Therapy Australia Limited (OTAL) – one member
- New Zealand Association of Occupational Therapists (NZAOT) – one member
- Australian and New Zealand Council for Occupational Therapy Education (ANZCOTE) – one member

The Board of Directors must not exceed 11 persons, and is comprised of the members nominated by the sponsors, and a community representative and two additional persons with suitable skills and experience nominated by the members.

Six meetings were convened during the year, and the number of meetings attended by each director is shown in brackets. As at 30 June 2013, the Board of Directors was comprised as follows:

Ms Joanna Riches – Chair – nominated by the OTBA	(6/6)
Ms Jane Hopkirk – Deputy Chair – nominated by OTBNZ	(5/6)
Dr Margaret Cook – nominated by OTBA	(6/6)
Dr Jill Hummell – nominated by OTBA	(6/6)
Assoc Prof Lynne Adamson – nominated by ANZCOTE	(6/6)
Ms Susan Kennedy – nominated by OTBNZ	(5/6)
Ms Jan Erven – nominated by OTAL	(6/6)
Ms Nancy Wright – nominated by NZAOT	(4/6)
Ms Alison Sinclair – community representative – nominated by members pursuant to Clause 22.2.2 of the Constitution	(5/6)
Ms Laila Hakansson Ware – nominated by members as a person with suitable qualifications, skills and experience pursuant to Clause 22.7 of the Constitution	(3/6)
Mr Michael Piu – nominated by members as a person with suitable qualifications, skills and experience pursuant to Clause 22.7 of the Constitution	(4/6)

### Directors' qualifications, experience and special responsibilities

Name	Qualification	Experience	Special responsibilities
Joanna Riches	B App Sc (OT)	Nineteen years' experience in occupational therapy. Chair of the Occupational Therapists Registration Board of WA for seven years. Chair of the Council of Occupational Therapists Registration Boards (Australia & New Zealand) for three years. Chair Occupational Therapy Council for two years.	Chair of Board and Overseas Qualification Assessment Committee
Jane Hopkirk	Dip (OT), M Phil (Maori Studies)	Chair of Health Regulatory Authorities NZ. Chair Occupational Therapy Board NZ (by appointment). Trustee and Chair of the Finance, Audit and Risk committees Whaiora (tribal health service). Member of the permanent scientific committee for NZAOT. Previous board member of tribal development organisation, professional association committee. Māori member and other governance positions.	Deputy Chair
Margaret Cook	B OT (Hons), GDOHS, M Hlth Sci, PhD, FSIA	Academic. Board member of AOHSEAB. Expert member of various government boards and panels.	Member, Program Accreditation Committee
Jill Hummell	PhD, MA, BA, Dip OT	Council member for one year; nominated by the Occupational Therapy Board of Australia	Member, Program Accreditation Committee

Lynne Adamson	PhD, M App Sci (OT), B App Sci (OT), Grad Cert Higher Ed (Teach & Learn)	Board member one year; course director, occupational therapy programs; manager, occupational therapy services; Chair ANZCOTE	Chair, Program Accreditation Committee
Susan Kennedy	B HSc (OT) (Hons)	Occupational Therapy Team Leader Tairawhiti District Health New Zealand seven years; Board member Occupational Therapy Registration Board of New Zealand six years; Board member Tairawhiti District Health Clinical Board two years	Member Governance and Strategic Affairs Committee
Jan Erven	Dip (OT) Cumberland 1976; Grad Cert (Management) Western Sydney 2001.	Board member of OT Australia NSW for seven years, and president for four years. Executive of National Allied Health Classification Committee and Independent Hospitals Pricing Authority Clinical Advisor Committee	Member of Overseas Qualification Assessment Committee since 2012
Nancy Wright	Diploma of the College of Occupational Therapists Master of Arts - Higher & Professional Education  Professional registration New Zealand Registered Occupational Therapist	Over 20 years' experience as a senior lecturer in health professional education in UK and New Zealand. Currently a practising occupational therapist in acute in patient care in New Zealand. Board member since 2010	Member of Overseas Qualification Assessment Committee since 2012

Alison Sinclair	BA (SW); Grad Diploma (PHC )	Two years' experience as a community representative on the Occupational Therapy Registration Board of South Australia. Twenty years' experience in organisational quality and accreditation with health and community services. Currently State Manager SA/WA/NT, for Quality Management Services.	Member Governance and Strategic Affairs Committee
Laila Hakansson Ware	BA, Dip.Ed, Barrister-at-Law GAICD	Retired barrister. Fourteen years' experience on various state and national health practitioner regulation boards. Three years' experience Policy, Codes & Guidelines Committee - Pharmacy Board of Australia (PBA), Three years' experience Finance & Governance Committee-PBA.	Community member, and member Governance and Strategic Affairs Committee
Michael Piu	<p>BA (SocSc); LLB; FANZCN; MAHI</p> <p>Barrister and solicitor of the Supreme Court of Western Australia and Supreme Court of Victoria, and High Court of Australia.</p> <p>Public Notary for the State of Western Australia</p>	<p>Member of Occupational Therapists' Registration Board of Western Australia 2007 – 2009 including Complaints Assessment Committee. Member, Physiotherapists' Registration Board of WA 2008 – transition to National Registration and Accreditation Scheme in October 2010. Chair of the WA State Board of the Physiotherapy Board of Australia. Experience as a board member in community sector, NGO and statutory boards for over 20 years.</p>	Chair, Governance and Strategic Affairs Committee

Directors must retire from office after three years, and are eligible for re-appointment on two occasions. The two additional directors (excluding the community representative) must retire at each Annual General Meeting, and are eligible for re-appointment.

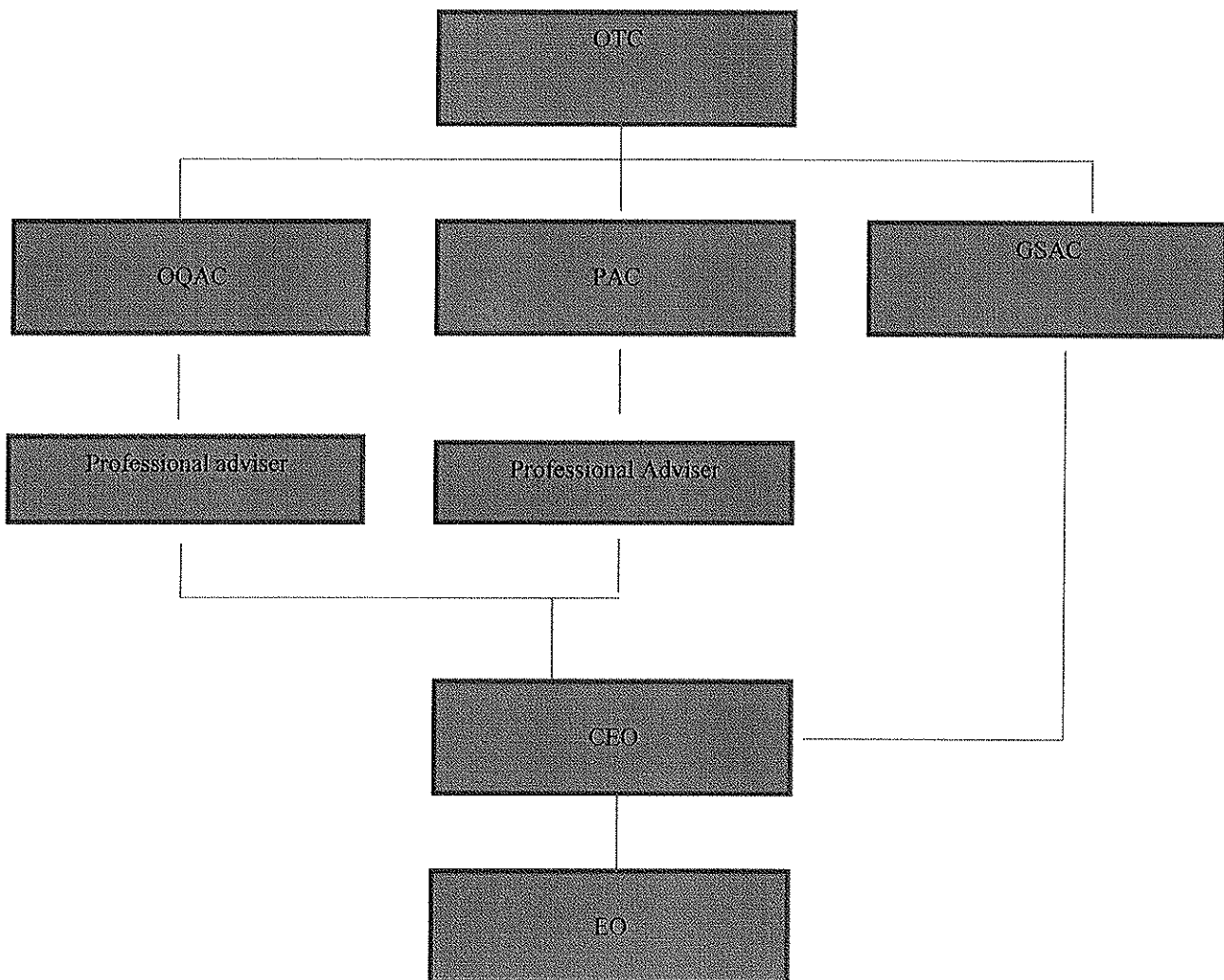


## STRUCTURE

To fulfil its responsibilities in compliance with the National Law as the nominated assessment and accreditation authority, the directors established three committees to assist with the requirements of the fulfil these roles:

- Overseas Qualification Assessment Committee (OQAC)
- Program Accreditation Committee (PAC)
- Governance and Strategic Affairs Committee (GSAC)

To assist with specific aspects of these committees, two professional advisers were appointed; one to the OQAC and one to the PAC. As at 30 June 2013, the structure of the OTC is depicted below:



## COMMITTEES

In accordance with its objectives, the OTC has formed the following committees:

**a) *Overseas Qualifications Assessment Committee (OQAC)***

The primary purposes of the committee are to:

- (a) Ensure provision of an effective and cost efficient process to assess the professional suitability for practice in Australia of overseas-trained occupational therapists.
- (b) Manage the executive functions associated with the process.

In pursuing these purposes, the committee will be cognisant of the OTC's objects and the need to conduct regular evaluation of the effectiveness of the assessment functions.

The committee will also work in conjunction with the OTBA to align processes relating to the assessment of overseas-trained occupational therapists.

**Membership:**

At 30 June 2013, this Committee comprised:

Ms Joanna Riches – Chair  
Ms Nancy Wright  
Ms Geraldene Iwanicki  
Ms Jan Erven  
Ms Susan Gilbert-Hunt

Ex officio members: Ms Angela Thynne – Professional Adviser  
Ms Julia Fenton – Executive Officer

**b) *Program Accreditation Committee (PAC)***

The PAC has the role of advising the OTC directors on accreditation for entry-level occupational therapy programs including:

- the accreditation standards established for educational programs leading to registration as an occupational therapist;
- assessing programs and education providers to determine if they meet approved accreditation standards, and
- monitoring programs and education providers to ensure they continue to meet the accreditation standards.

**Membership:**

As at 30 June 2013, the committee comprised:

Assoc Prof Lynne Adamson – Chair  
Dr Margaret Cook  
Dr Jill Hummell

Ex officio members: Ms Rebecca Allen – Professional Adviser  
Mr Kim Bradbury – Chief Executive Officer

c) **Governance and Strategic Affairs Committee (GSAC)**

The primary purpose of this committee is to make recommendations to OTC directors on the overall priorities, strategies and policies related to corporate governance, as well as matters of significant strategic importance to the organisation which have broader impact on the financial, contractual or legal affairs of the OTC.

**Membership**

As at 30 June 2013, the committee comprised:

Mr Michael Piu – Chair  
Ms Alison Sinclair  
Ms Susan Kennedy  
Ms Laila Hakansson Ware

d) **OTC/OTAL Working Party**

The working party was established to determine how the OTC and OTAL might work together in a way that is acceptable under the National Law, to achieve their respective accreditation responsibilities in a mutually beneficial way.

**Membership**

Members were nominated to bring a range of views to the working party and comprised:

Assoc Prof Lynne Adamson – Chair	OTC
Dr Margaret Cook	OTC
Dr Jill Hummell	OTC
Ms Rebecca Allen	OTC
Ms Nicole O'Reilly	OTAL
Ms Rachel Norris	OTAL
Dr Mandy Stanley	OTAL
Assoc Prof Louise Farnworth	OTAL
Assoc Prof Ev Innes	ANZCOTE
Dr Learne Zakrzewski	World Federation of Occupational Therapists (WFOT)

c) **Academic Review Committee (ARC)**

The purpose of the ARC is to consider appeals against decisions of the OQAC for the Stage 1 Desktop Audit.

An appeal against a Stage 1 Assessment decision may arise if the applicant:

- (a) believes there had been an error of process;
- (b) completed occupational therapy training that was WFOT accredited but not assessed as comparable to an Australian degree;
- (c) completed occupational therapy training that was assessed as being comparable to an Australian degree but was not WFOT accredited at the time of graduation.

The ARC considers appeals in points (b) and (c) above.

The ARC is appointed at the discretion of the Chair of OQAC and comprises two (2) members who have experience in occupational therapy education with one member also having experience with the accreditation of occupational therapy programs in Australia.

## DIRECTORS' AND COMMITTEE MEETINGS, AND WORKSHOPS

The directors and committees have met as follows throughout the 12 months to 30 June 2013:

Annual General Meeting	Melbourne	30 November 2012
Directors' Meeting	Teleconference	13 August 2012
	Melbourne	30 November 2012
	Melbourne	1 December 2012
	Melbourne	2 December 2012
	Adelaide	10 February 2013
	Teleconference	20 June 2013
OQAC	Teleconference	9 November 2012
	Melbourne	2 December 2012
	Adelaide	10 February 2013
	Teleconference	18 June 2013
PAC	Teleconference	14 November 2012
	Adelaide	18 November 2012
	Melbourne	2 December 2012
	Adelaide	10 February 2013
	Teleconference	25 March 2013
GSAC	Melbourne	2 December 2012
	Adelaide	10 February 2013
OTC/OTAL Working Party	Teleconference	29 April 2013
	Teleconference	27 May 2013

### Directors' Responsibilities and Governance

The directors contracted the Australian Institute of Company Directors to facilitate a seminar for the purpose of informing the directors of their responsibilities to a company limited by guarantee, and governance matters relating to conduct as directors representing the OTC.

### Strategic Planning

To assist directors with future planning for the OTC and the preparation of a business plan, the OTC employed the services of a facilitator to lead a one-day workshop for this purpose.

## ADMINISTRATION

The OTC has appointed a Chief Executive Officer on a contractual basis, and employs a full-time Executive Officer to provide all executive, administrative and financial services as follows:

- Mr Kim Bradbury Chief Executive Officer
- Ms Julia Fenton Executive Officer

The office is located at:

Suite 7  
23 Richardson Street  
South Perth  
Western Australia 6151

## WEBSITE

The OTC has established a comprehensive website at the address [www.otcouncil.com.au](http://www.otcouncil.com.au)

The Constitution, Annual Reports and the Council's publications and forms can be downloaded from this site.

Any person who does not have access to the internet can contact the office of the OTC to obtain these documents.

The website is updated regularly and has many links to associated websites nationally and internationally. The site also features a "What's New" section.

## ASSESSMENT OF QUALIFICATIONS FOR OVERSEAS PERSONS

### a) ASSESSMENT PROCEDURE

The Australian Government's skilled migration program is implemented through a partnership between government and industry. The Occupational Therapy Council (Australia & New Zealand) Ltd (OTC) has been specified by the Minister for Immigration and Citizenship in accordance with the Migration Regulations 1994 as the assessing authority for the occupation of Occupational Therapist ANZSCO Code: 252411. For migration purposes, occupational therapy skills are assessed as "suitable" or "not suitable" against the requirements established by the OTC.

Overseas-trained occupational therapists who wish to apply to migrate to Australia under the skilled migration program must have their qualifications and skills assessed by OTC.

The assessment procedure also applies to overseas-trained occupational therapists wanting to practise in Australia or New Zealand. These practitioners wishing to practise in Australia must have their qualification and skills assessed in order to apply for registration with the Occupational Therapy Board of Australia (OTBA) via the Australian Health Practitioner Regulation Agency (AHPRA).

Stage 1 of the OTC assessment of overseas qualifications is undertaken via a desktop assessment of qualifications and English language proficiency.

The practitioner will be assessed against the following criteria (all copied documentation must be certified correctly in accordance with the requirements below):

#### **Proof of Identity**

The practitioner must provide photographic identification (passport or driver's licence) when submitting their application.

If the name of the practitioner has changed and is different from that shown on the qualification upon which they rely, then evidence/proof of this change of name should be provided i.e. marriage certificate, deed poll, divorce papers.

#### **Qualifications**

The practitioner must demonstrate successful completion of a tertiary education programme leading to an award in occupational therapy (undergraduate or graduate entry). This programme must:

- have been accredited by the World Federation of Occupational Therapy (WFOT) at the time of graduation, and
- be comparable to an Australian Bachelor or Graduate Entry Masters degree in accordance with Country Education Profiles produced by Australian Education International - National Office of Overseas Skills Recognition (AEI-NOOSR).

A certified copy of qualification papers must be provided i.e. degree, diploma, certificate, together with associated transcript.

WFOT approval must have been in place at the time of graduation and cannot be considered retrospectively i.e. if the institution or programme received WFOT approval after the time of graduation, this will not be sufficient to meet the criteria for assessment.

An approved WFOT programme is taken to mean those courses listed on the WFOT website under "Education – Entry Level Educational Programs WFOT Approved" which at the time of graduation was approved, and:

Pre 2002: fall within five years after the year last reviewed by WFOT;  
Post 2002: fall within five years (for three-year courses) of the year last reviewed by WFOT;

or

fall within seven years (for four-year courses) of the year last reviewed by the WFOT.

#### **Academic Review Committee (ARC)**

Applications that fail to meet the qualifications criteria will be referred to the ARC of the OTC who will consider the qualifications that were completed as occupational therapy training, but are:

- WFOT accredited but assessed as not comparable to an Australian degree (AEI-NOOSR)
- or
- assessed as being comparable to an Australian degree (AEI-NOOSR) but not WFOT accredited.

The practitioner will be advised of the referral of their application to the ARC, and will be asked to provide additional information (e.g. course handbooks, supervisor reports relating to the practitioner's practical components of the course) to enable the ARC to undertake a thorough assessment of the qualifications.

There will be no additional charge to the practitioner for this review by the ARC.

#### **English Language Proficiency**

High-level competence in English language is essential for the practice of occupational therapy in Australia. The practitioner must submit evidence to demonstrate sufficient English language skills to work as an occupational therapist in an English language environment. Practitioners applying for skilled migration or practice in Australia must provide, either:

- evidence that their secondary education AND their tertiary qualification upon which they rely for assessment have been taught and assessed in English, in one of the following countries:
  - Australia
  - New Zealand
  - United States of America
  - United Kingdom
  - Republic of Ireland
  - Canada
  - South Africa

A certified copy of the educational transcripts or letter must be provided from the secondary school and tertiary institution in Canada or South Africa attesting that courses were taught and assessed in English (including subjects, hours, examination results and, where applicable, details of clinical education when relating to the tertiary education).

If documents are unavailable, there is a process below to address this (Documents Unavailable).

OR

- complete, to the level specified, one of the OTC-approved English language tests outlined below:
  - International English Language Testing System (IELTS) examination (Academic Module) – a minimum score of seven (7) in each of the four competencies (listening, reading, writing and speaking).

- Occupational English Test (OET) – a minimum grade of A or B in each of the four competencies (listening, reading, writing and speaking).

The results must have been obtained within two (2) years of application for assessment, and achieved in one sitting.

A certified copy of either IELTS or OET must be provided.

If satisfactory results of an IELTS or OET are more than two years old at the time of application, two original written references from professional referees are required. These should attest that the practitioner has maintained employment as an occupational therapist, in one of the countries listed above, using English as the primary language of practice.

The Department of Immigration and Citizenship (DIAC) may also require occupational therapists to meet English language proficiency standards even though the OTC has assessed the practitioner as meeting all its requirements.

#### **Statement of Service**

Practitioners must include a brief curriculum vitae (no more than two pages) demonstrating their working experience as an occupational therapist in the past five (5) years.

Practitioners who apply for a Stage 1 assessment within three months of graduating may not be able to provide a working history, and must advise the OTC of this when making an application.

#### **Certification**

All copied documentation must be certified appropriately as true copies of the original by an appropriate person. In Australia, people who are authorised to certify copies are:

- Justices of the Peace (JP).
- Legal practitioners.
- Persons eligible to sign statutory declarations
- Employees authorised by the OTC.

In countries outside Australia:

- Notary public.
- Registered legal practitioners.
- Australian Embassy or Australian High Commission personnel.

To have copies certified, the practitioner must present both the original and the copy to the person carrying out the certification.

Each copy of the document must be certified separately and must show clearly:

- the words "certified true copy of the original";
- the signature of the certifying officer; and
- the name, address, position and phone number (with international dialling codes) of the certifying officer legibly printed below the signature. It must be possible, from the details provided, for the OTC to contact the certifying officer if necessary.

#### **Translation of Documents**

If the practitioner's qualification has been undertaken in a language other than English, a translated document must accompany the certified copy of the original qualification document. In Australia translation should be undertaken by an accredited NAATI (National Accreditation Authority for Translations and Interpreters Ltd) translator. Further information can be found on its website at [www.naati.com.au](http://www.naati.com.au)

An assessment will not be undertaken unless translations are provided.

### **Authenticity of Documents**

If the authenticity of documents is suspected they will be provided by the OTC Executive Officer to DIAC for an opinion. The OTC will not progress with the assessment until advice has been received from DIAC. The assessment fee will not be refunded.

### **Documents Unavailable**

Practitioners who cannot obtain the required documents should attach a letter to the application form identifying which documents they cannot obtain, and explaining the reasons for this. Each case will be considered, and a Statutory Declaration from the practitioner explaining why documents are unavailable may be required if the assessment outcome relies on unobtainable documents. In this situation, the OTC Executive Officer will refer the information to the Overseas Qualification Assessment Committee (OQAC) for consideration during assessment.

### **Number of Attempts**

Practitioners may make an unlimited number of attempts for a Stage 1 assessment. Each repeat application must be accompanied by the appropriate fee. If the practitioner has previously been found to be unsuitable, the practitioner must provide additional evidence to demonstrate how they meet the criteria.

The practitioner has two years in which to commence the Stage 2 (Supervision Agreement) and Stage 3 (Supervised Practice) before they will be required to apply for a review of the Stage 1 assessment.

### **Advice and Feedback to Practitioners**

Practitioners considering or preparing an application for the Stage 1 assessment may seek advice from the OTC Executive Officer. Where applications fail to meet the OTC requirements for the Stage 1 assessment, practitioners are advised in writing giving reasons where their assessment fails to meet the requirements. They will be asked to provide additional information for the assessment to continue. This documentary evidence must be received within 12 months of the OTC mailing the results.

## **b) MODIFIED DESKTOP ASSESSMENT**

A Modified Desktop Assessment is available for:

- Australian and New Zealand trained occupational therapists holding qualifications recognised by the Council. Persons who graduated five years prior (from the date of application) must have worked as an occupational therapist in Australia or New Zealand for at least six months full-time equivalent in the last five years.
- Australian and New Zealand fully registered occupational therapists (applicants from New Zealand) must hold a current annual practising certificate. Successful persons in the categories (a) and (b) above will not be required to undertake a practice audit.
- Overseas-trained occupational therapists who successfully completed the AEI-NOOSR examination in occupational therapy prior to the year 2000. A practice audit is required for these persons.

## **c) SUPERVISORS**

Comprehensive guidelines (including frequently asked questions) are available on the website for supervisors of applicants undergoing the practice audit.

## **d) ASSESSMENT RESULTS**

### **(i) Stage 1 – Desktop Audit**

#### **a) Completed Applications**

Number of applications completed during the year	189
Suitable (Migration/Practice in Australia)	176
In progress	10
Not suitable	<u>3</u>
<b>TOTAL</b>	<b>189</b>



b) Modified vs. Full Assessments

Full		162	
Modified		<u>27</u>	
			<b>189</b>

c) Completed Applications by Gender

Suitable (Migration/ Practice in Australia)	- Female	163	
	- Male	<u>13</u>	176
In progress	- Female	6	
	- Male	<u>4</u>	10
Not Suitable	- Female	2	
	- Male	1	<u>3</u>
<b>TOTAL</b>			<b>189</b>

d) Number Migrating under the General Skilled Migration Program (GSM)

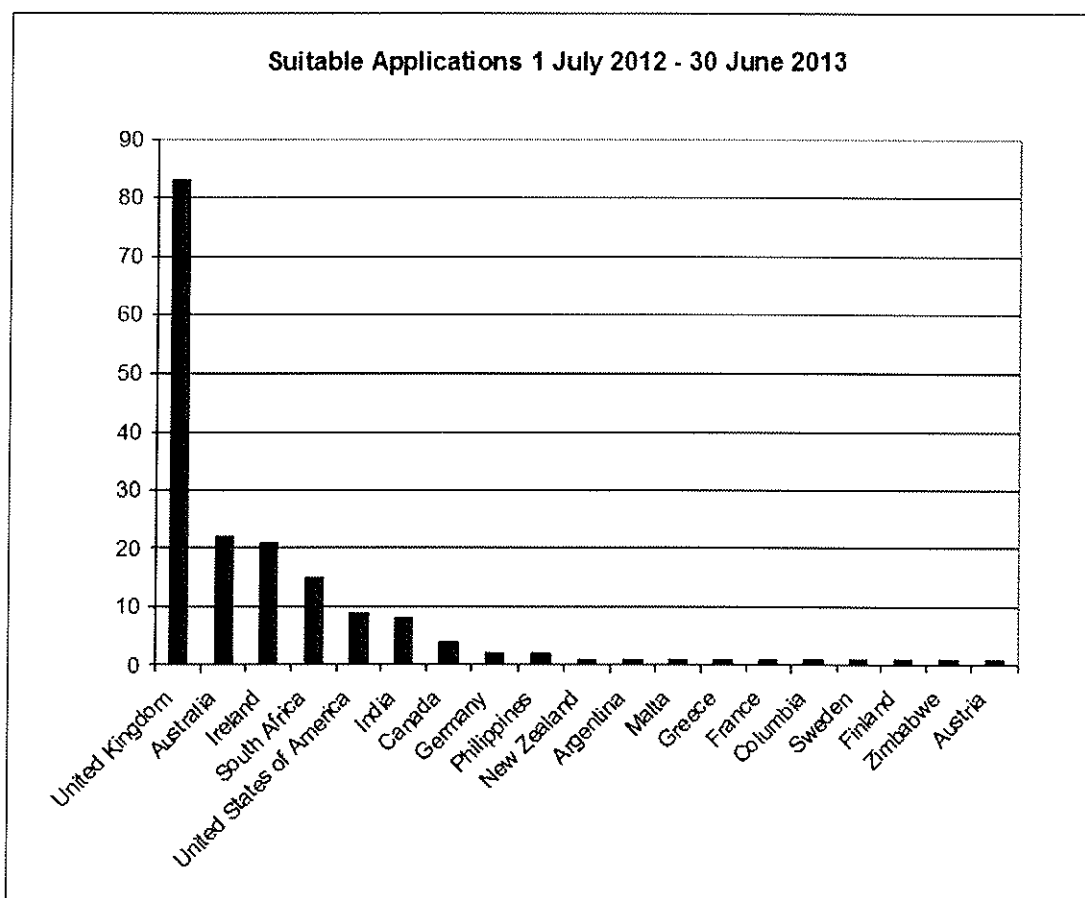
<i>Migrating to Australia</i>			
Suitable		94	
Not suitable		2	
In progress		6	<u>102</u>

*Not Migrating (includes working holiday VISA's, applications for registration and all other categories apart from GSM)*

Suitable		82	
Not Suitable		1	
In progress		4	<u>87</u>
<b>TOTAL</b>			<b>189</b>

e) Completed Applications by Country of Training

United Kingdom	83
Australia	22
Ireland	21
South Africa	15
United States of America	9
India	8
Canada	4
Germany	2
Philippines	2
New Zealand	1
Argentina	1
Malta	1
Greece	1
France	1
Columbia	1
Sweden	1
Finland	1
Zimbabwe	1
Austria	1
<b>TOTAL</b>	<b>176</b>



**Not Suitable:**

Germany	1
New Zealand	1
Kenya	1

*Note: United Kingdom includes – England, Wales, Scotland and Northern Ireland.*

f)	<u>Applications Received since Commencement of Assessment Process</u>	
	30 June 2001	94
	30 June 2002	87
	30 June 2003	116
	30 June 2004	120
	30 June 2005	124
	30 June 2006	148
	30 June 2007	203
	30 June 2008	208
	30 June 2009	187
	30 June 2010	176
	30 June 2011	180
	30 June 2012	195
	30 June 2013	189
	<b>Total</b>	<b><u>1,927</u></b>

g) Appeals

No appeals were received during the year to 30 June 2013.

(ii) *Stage 2 – Supervised Practice*

a) Practice Audits completed during the year to 30 June 2013

	Queensland	4
	New South Wales	10
	Victoria	6
	Western Australia	10
	South Australia	0
	Tasmania	1
	ACT	0
	Northern Territory	<u>0</u>
	<b>Total</b>	<b><u>31</u></b>

**Note:** A number of persons assessed as suitable for migration/registration were not required to undertake a practice audit in Australia as they were either holders of Australian or New Zealand qualifications or working holiday visas.

b) Practice Audits in progress as at 30 June 2013

	Victoria	14
	ACT	1
	Queensland	7
	New South Wales	31
	South Australia	3
	Western Australia	12
	Northern Territory	0
	Tasmania	<u>4</u>
	<b>Total</b>	<b><u>72</u></b>

c)	<u>Applications Received since Commencement of Audit Process</u>	
	30 June 2001	7
	30 June 2002	19
	30 June 2003	10
	30 June 2004	31
	30 June 2005	29
	30 June 2006	32
	30 June 2007	40
	30 June 2008	68
	30 June 2009	72
	30 June 2010	61
	30 June 2011	64
	30 June 2012	68
	30 June 2013	72
	<b>Total</b>	<b><u>573</u></b>

**(e) DEEWR**

The Australian Government's Skilled Migration programme is implemented through a partnership between government and industry. The Department of Immigration and Citizenship and the Department of Education, Employment and Workplace Relations (DEEWR) works with industry, represented by professional migration assessing authorities, to ensure that policies and procedures for assessing the skills of prospective migrants are appropriate, transparent and do not pose unreasonable barriers to migration.

**(f) HEALTH PROFESSIONS ACCREDITATION COUNCILS' FORUM (HPACF)**

The main purposes of this group are to:

- work together on issues of national and international importance to the regulated health professions;
- identify areas of common interest and concern in relation to the regulated health professions;
- work towards a position of consensus on identified issues and concerns;
- take joint action in areas of importance to the regulated health professions;
- develop joint position statements which provide recommended policy directions for governments and other relevant stakeholders.

The group was convened in 2010 following the introduction of the national registration and accreditation scheme, and membership of the group is comprised of those professions with external accreditation authorities appointed pursuant to the National Law. The OTC was invited to be a part of the forum from 1 July 2012 when the profession became part of the new scheme.

Regular meetings have been held at which the OTC has been represented as follows:

August 2012	Joanna Riches and Julia Fenton
November 2012	Joanna Riches and Kim Bradbury
February 2013	Joanna Riches and Kim Bradbury
May 2013	Julia Fenton
June 2013	Rebecca Allen (ex officio member of the PAC)

## PUBLICATIONS

**a) Applications/Information Collection Forms**

- Application for Recognition of Occupational Therapy Qualifications in Australia – Stage 1 Desk Top Assessment
- Application for Stage 2 Practice Audit Assessment
- Three-Monthly Practice Audit Progress Report
- Practice Audit Assessment (final)

**b) Guidelines**

- Stage 1 Desk Top Assessment – explanatory notes to application
- Example of Learning Goals
- Example of Practice Audit Plan
- Example of Statement of Experience

**c) General**

- Appeal Process
- Accreditation status of programs in Australia
- Annual Report
- Communiqués from Directors' meetings

## FEE SCHEDULE

**Stage 1 – Desktop Assessment**

a)	Application for assessment of qualifications	A\$1200.00
b)	Review of previous application	A\$ 500.00

**Stage 2 – Supervised Practice Audit**

Application for practice audit	A\$1000.00
--------------------------------	------------

**Appeals**

Level 1 appeal (OQAC)	A\$ 600.00
Level 2 appeal (IAP)	A\$ 600.00

**Replacement of:**

Assessment letter	A\$ 100.00
Certificate of Practical Completion	A\$ 100.00

**Payment methods:**

Payment of fees may be made as follows:

- Credit card – Visa or Mastercard
- A money order issued by Australia Post.
- A bank cheque drawn by an Australian bank.
- A personal cheque drawn on an Australian bank account.
- Foreign bank draft in Australian dollars and drawn on an Australian bank.
- Direct debit.

The above fees are non-refundable. The fees are GST free under section 38-110 of A New Tax System (Goods and Services Tax) Act 1999

<b>ACCREDITATION OF OCCUPATIONAL THERAPY PROGRAMS</b>
---

A major function undertaken by the PAC has been a revision of the accreditation standards to meet the requirements of the new national scheme. Following a period of public consultation between December 2012 and February 2013, a revised set of standards was presented to the OTBA for its approval.

As at 30 June 2013, the final standards and associated explanatory notes were awaiting approval of the OTBA. Once approved, these standards will apply to any programs requiring accreditation from December 2013, and will be available on the OTC website.

The following is a list of Australian entry-level qualifications in occupational therapy recognised by the OTC as at 30 June 2013:

University	Qualification	Accreditation status	Next accreditation review due before
Australian Catholic University- Melbourne	Bachelor of Occupational Therapy [Pass & Honours]	Accredited with Conditions	31 December 2015
Charles Sturt University	Bachelor of Occupational Therapy [Pass & Honours]	Accredited	31 December 2014
Curtin University of Technology	Master of Occupational Therapy	Accredited	31 December 2017
	Bachelor of Science (Occupational Therapy) [Pass & Honours]	Accredited	31 December 2017

Deakin University	Bachelor of Occupational Therapy [Pass & Honours]	Accredited	31 December 2016
Edith Cowan University	Bachelor of Science (Occupational Therapy) [Pass & Honours]	Accredited	31 December 2013
	Master of Occupational Therapy Practice	Accredited	31 December 2013
Flinders University	Master of Occupational Therapy	Accredited with Conditions	31 December 2013
	Bachelor of Health Science/Master of Occupational Therapy	Accredited with Conditions	31 December 2013
James Cook University	Bachelor of Occupational Therapy [Pass & Honours]	Accredited	31 December 2015
La Trobe University	Bachelor of Occupational Therapy [Pass and Honours]	Accredited	Program phasing out (no new student intake)
	Bachelor of Occupational Therapy /Bachelor of Psychological Science	Accredited	Program phasing out (no new student intake)
	Bachelor of Occupational Therapy/Bachelor of Ergonomics, Safety and Health	Accredited	Program phasing out (no new student intake)
	Bachelor of Psychological Science/Master of Occupational Therapy Practice	Accredited	31 December 2015
	Bachelor of Health Science/Master of Occupational Therapy Practice [Pass & Honours]	Accredited	31 December 2015
	Master of Occupational Therapy Practice [Pass & Honours]	Accredited	31 December 2015
Monash University	Bachelor of Occupational Therapy [Pass & Honours]	Accredited	31 December 2013

Southern Cross University	Bachelor of Occupational Therapy	Accredited	31 December 2017
University of Canberra	Master of Occupational Therapy	Accredited with Conditions	31 December 2017
University of Newcastle	Bachelor of Occupational Therapy [Pass & Honours]	Accredited	31 December 2015
University of Queensland	Bachelor of Occupational Therapy [Pass & Honours]	Accredited	31 December 2016
	Master of Occupational Therapy Studies	Accredited	31 December 2016
University of South Australia	Bachelor of Applied Science (Occupational Therapy) [Pass & Honours]	Accredited	31 December 2015
	Master of Occupational Therapy	Accredited	31 December 2015
University of Sydney	Bachelor of Applied Science (Occupational Therapy) [Pass & Honours]	Accredited	31 December 2017
	Master of Occupational Therapy [Pass & Honours]	Accredited	31 December 2017
University of the Sunshine Coast	Bachelor of Occupational Therapy	Accredited	31 December 2016
University of Western Sydney	Bachelor of Applied Science (Occupational Therapy) [Pass & Honours]	Accredited	Program phasing out (no new student intake)
	Bachelor of Health Science [Pass & Honours] /Master of Occupational Therapy	Accredited with Conditions	31 December 2013
	Master of Occupational Therapy	Accredited with Conditions	31 December 2013



## OCCUPATIONAL THERAPY BOARD OF AUSTRALIA (OTBA)

During the year to 30 June 2013 the OTC directors and/or its representatives have attended a number of face-to-face and teleconference meetings to facilitate a smooth transition of the assessment and accreditation functions to the OTC.

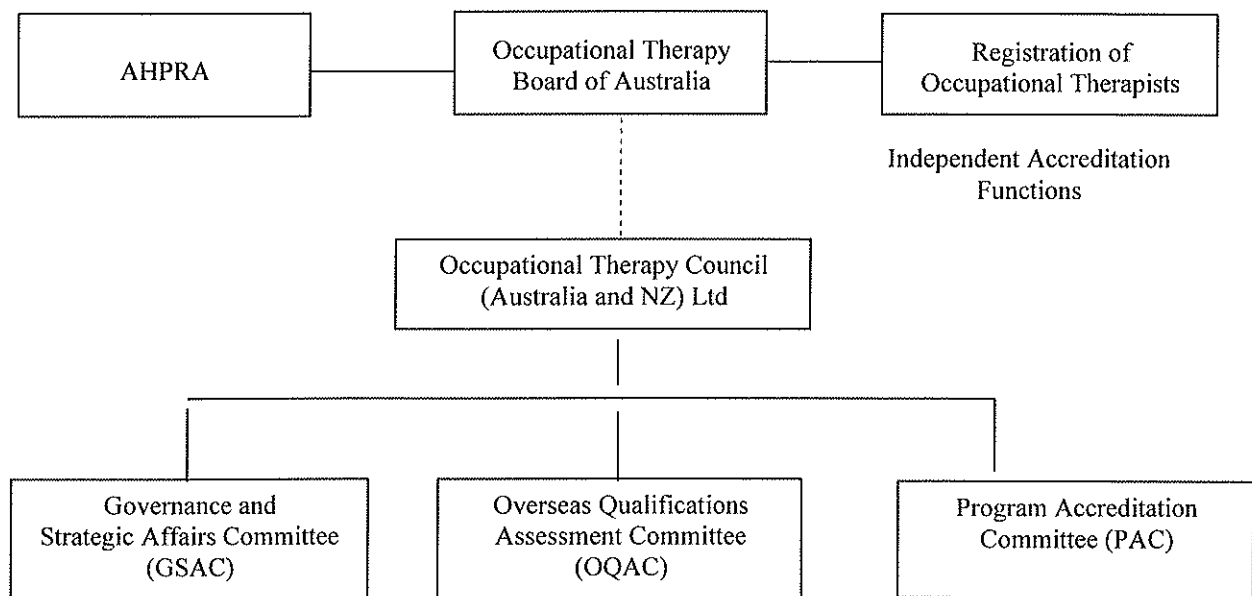
The OTC currently assesses qualifications and skills of overseas-trained occupational therapists and recommends recognition of accredited programs of study for registration purposes. The OTC has the charter, independence and capacity to undertake the full range of accreditation functions outlined in the Australian Health Practitioner National Law.

The OTBA has advised the OTC of its responsibility to have independent carriage of the accreditation functions prior to June 2014.

The accreditation functions are:

- developing accreditation standards for approval by a National Board;
- assessing programs of study, and the education providers that provide the programs of study, to determine whether the programs meet approved accreditation standards;
- assessing authorities in other countries to decide whether persons who complete the program of study conducted or accredited by the authorities have the skills and knowledge to practise the profession in Australia;
- overseeing the assessment of the skills and knowledge of overseas-trained occupational therapists who are seeking registration in Australia, and
- making recommendations and giving advice to a National Board about the above matters.

The organisational structure of OTC under the NRAS would appear as follows:



## FINANCES

The OTC has been endorsed by the Australian Taxation Office as an income tax exempt charitable entity.

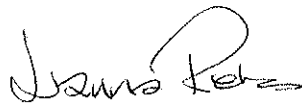
The fees for assessing overseas qualifications are GST free in accordance with Section 38-110 of A New Tax System (Goods and Services Tax) Act, 1999.

The OTC is registered for GST and has an ABN – 50 377 833 627.

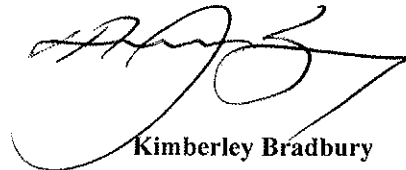
### CERTIFICATE

In our opinion:

- a. The attached Statement of Financial Performance and the Statement of Financial Position, and notes thereto present fairly, in accordance with Australian Accounting Standards, the financial position of the Occupational Therapy Council (Australia & New Zealand) Ltd (OTC) as of 30 June 2013 and the results of its operations for the year then ended; and
- b. Internal controls over financial reporting have been effective throughout the year.



**Joanna Riches**  
**CHAIRPERSON**



**Kimberley Bradbury**  
**EXECUTIVE OFFICER**